



Timothy M. O'Brien
Clerk of Court

Kansas City Division

500 State Ave. (259)
Kansas City, KS 66101

Topeka Division

444 S.E. Quincy St. (490)
Topeka, KS 66683

Wichita Division

401 N. Market St. (204)
Wichita, KS 67202

Vacancy Announcement

UNITED STATES DISTRICT COURT

District of Kansas

Position: Court Operations Specialist
Number of Positions: One
Classification Level: CPS CL 25/1 – CL 25/25 (promotion potential up to a CL 25/61)
Salary Range: \$38,704-\$48,403 (promotion potential up to \$62,951)
Location: Kansas City, Kansas
Opening Date: July 21, 2015
Closing Date: Open until filled
Vacancy Number: KC15-11

POSITION OVERVIEW:

The Court Operations Specialist is responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with federal and local rules and procedures.

The Court Operations Specialist performs docketing tasks, issues notices, maintains official case records, monitors the completion of procedural steps, prepares case documents for appeal and performs quality control checks on court filings.

The clerk's office staff works closely as a team and shares various office responsibilities such as answering phone calls, assisting customers at the counter, assisting internal court customers, processing mail and payments. In addition, special projects will be assigned as needed.

QUALIFICATION REQUIREMENTS:

Mandatory

Requires a high school diploma or equivalent, and at least one year of clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

Applicants must demonstrate good public relations skills, organization and clerical skills, and strong attention to detail. Applicants must possess computer skills, including knowledge of Adobe Acrobat, and possess the ability to learn new skills and programs. Entry level will be based on experience and/or combination of education and experience.

Preferred

Associate or bachelor's degree in legal, business, communications or related field with an ability to work independently, as well as part of a small team. This challenging position requires the incumbent to present a professional demeanor at all times and identify/resolve problems using available resources. Time management skills, accuracy and attention to detail, and strong customer service skills are exceptionally important. The successful applicant will possess strong interpersonal, organizational, analytical, verbal and written communication skills. Prior court experience and knowledge of the legal system is preferred.

TO APPLY:

To apply for this position, please submit the following items:

- 1) a cover letter with salary requirements,
- 2) a chronological resume, and
- 3) a Federal Judicial Branch Application for Employment by e-mail to:

ksd_recruitment@ksd.uscourts.gov

The application form is available on the court's web site under the "Employment" tab at:
<http://ksd.uscourts.gov/flex/?fc=9>

* Incomplete applications will NOT be considered.

INFORMATION FOR APPLICANTS:

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

*** THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER ***